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19 FEB 1980

PROCUREMENT DIVISION NOTICE NO. 80-4

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FROM:

Chief, Procurement Division, OL

SUBJECT: Distribution of Form 1458, Order-Award

REFERENCES: A. OF Notice 12-77, dtd 1 Jun 77, Subject:  
Procedures for Documenting and Recording  
Contractual Obligations

B. OL Procurement Note 98, dtd 24 Mar 77,  
Subject: Documentary Evidence Necessary  
for Recordation of Contractual Obligations

The purpose of this notice is to provide clarification on the distribution of Form 1458, Order-Award. For actions involving Form 88, Requisition for Materiel and/or Services:

a. When Form 1458 is utilized as a contract (a CONIF contract number is assigned to the document), the distribution is:

Finance Copy (#2) - to Requisitioning Division  
B&F Office  
Requisitioning Office Copy (#8) - to Requisitioning  
Division B&F Office  
Log B&F Copy (#5) - to OL/EO/B&F Office

(NOTE: Copy #2 will have the certification of funds available completed on this copy and it will then be forwarded to OF/A&C Division by the Requisitioning Division B&F Office.)

b. When Form 1458 is utilized as a Purchase Order or Delivery Order (a Logistics Control Number is assigned to the document), the distribution is:

Finance Copy (#2) - to OF/A&C Division (if commercial)  
Finance Copy (#2) - to OF/ADL (if other Government  
agency)

SUBJECT: Distribution of Form 1458, Order-Award

Requisitioning Office Copy (#8) - to Requisitioning  
Division B&F Office  
Log B&F Copy (#5) - to OL/EO/B&F Office



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cc: O/Fin

Distribution:

- Orig - OL/PD Official
- 1 - OL/EO/B&FB
- 1 - OL/PMS
- ✓ 1 - OL Files
- 1 - Each PD Unit
- 1 - OL/PD Chrono